



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING LABORATORY TECHNICIAN

Class No. 004345

■ CLASSIFICATION PURPOSE

To perform difficult technical laboratory tests and procedural work; to supervise the work of Laboratory Assistants and Aides; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the first level supervisor class in the series. The Supervising Laboratory Technician is distinguished from the Senior Laboratory Assistant, in that the former is responsible for more difficult tasks such as water, blood glucose, and urine analysis, whereas the latter performs semi technical routine tests on specimens and prepares reagents. Incumbents receive general supervision by a Supervising Public Health Microbiologist.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Supervises preparation and quality control of media and materials used in the laboratory.
2. Performs standardized examination of water samples under the supervision of a certified or licensed professional.
3. Operates a blood glucose analyzer and performs urine dipstick tests.
4. Prepares or supervises the preparation of culture media, stains and reagents used in various sections of the laboratory.
5. Receives and prepares specimens for studies.
6. Sets up slides and equipment for tests.
7. Performs technical routine tasks on specimens.
8. Assigns daily tasks to Laboratory Aides, Laboratory Assistants and Senior Laboratory Assistants in conjunction with the management of the laboratory.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic laboratory equipment operation, maintenance and set up, and laboratory safety procedures.
- Cleaning and handling of laboratory glassware instruments, autoclave, and hot air oven.
- Mathematical computations and organic and inorganic chemistry to correctly prepare reagents and culture media.
- Safety procedures, rules and regulations in laboratory.
- Names, and types of tests performed in any of the following laboratories: clinical, public health, toxicological, and veterinary.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Read, write and communicate effectively in English.
- Perform quality control tasks and follow instructions in policy and procedures manuals.

- Proper use, operation and maintenance of laboratory equipment.
- Set up, maintain and record quality procedures and results.
- Properly clean and handle laboratory glassware.
- Prepare media, stains and reagents according to directions.
- Accurately label and number containers and specimens.
- Practice laboratory safety procedures.
- Keep general records of assignments and orders.
- Supervise and train subordinate laboratory personnel.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree in Microbiology, Chemistry or a closely related field; OR
2. Five (5) years of experience as a laboratory technician performing technical laboratory tests.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent standing. Occasional: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting while cleaning the BSC and other areas of the laboratory as required, climbing, kneeling, repetitive use of hands to manipulate tubes and biohazard containers, operate laboratory equipment and use computers, simple grasping, power grasping, reaching above and below shoulder level, lifting and carrying packages or containers, lifting up to 75 pounds and carrying up to 25 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None required.

##### Working Conditions

Incumbents handle infectious materials, including sewage, blood, feces, urine, and specimens containing HIV and hepatitis viruses. Immunization is required to handle communicable disease materials (e.g. rabies, typhoid fever, polio, rubella, hepatitis B), blood, urine and stool specimens.

Incumbents may drive to pickup samples and deliver supplies; work with equipment and machinery such as autoclaves and boilers; may walk on uneven ground when taking trash to dumpsters; may be exposed to excessive noise, extremes in temperature, humidity, or wetness, and dust, gas, fumes or chemicals when working with autoclaves and dishwasher.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: January 23, 1979**  
**Revised: December 8, 1998**  
**Reviewed: Spring 2003**  
**Revised: June 14, 2004**  
**Revised: March 31, 2006**

---

Supervising Laboratory Technician (Class No. 004345)

Union Code: MM

Variable Entry: Y